



DISTRICT GOVERNOR JOB DESCRIPTION

| | |
|-----------------------------------|--|
| <p><u>Role</u></p> | <p>To ensure effective, long-term volunteer support and education at each AVC in the district.</p> |
| <p><u>Focus Areas</u></p> | <ul style="list-style-type: none"> ● Support Alumni and Volunteer Corporations in recruiting, training and engaging volunteers to effectively address the four core competencies of an AVC: corporate health, asset management, alumni cultivation and undergraduate mentoring. ● Assist the Fraternity staff in providing best practices, service and support to AVCs. ● Support and represent the Fraternity at local, regional and national events. ● Support the recognition of volunteers, undergraduates and chapters in the district. |
| <p><u>Expectations</u></p> | <ul style="list-style-type: none"> ● Establish and achieve goals with the volunteer engagement manager annually. ● Coordinate with the volunteer engagement manager to report progress to the National Board of Directors (NBD) using consistent metrics in the framework provided by the staff. ● Monitor volunteer engagement so that all AVCs have, at minimum, an active president, treasurer, chapter counselor and balanced man steward. ● Communicate at least once a quarter with each AVC president to assess current AVC needs in volunteer recruitment, training and resources. ● Work with the officers and directors of each AVC in the district to complete the AVC Assessment Tool annually in an effort to highlight strengths and opportunities for growth of each AVC. ● Recruit, appoint, periodically evaluate, and remove/replace as needed, a chapter counselor and balanced man steward for each chapter in the district. ● Communicate at least once a quarter with each chapter counselor and balanced man steward to provide counsel as needed and/or required. ● Attend the Carlson Leadership Academy designated for the district to build relationships with volunteers, support volunteer training and present awards. ● Select recipients for AVC Operational Excellence Award, Outstanding New Volunteer Award and Volunteer of the Year Award in the district. ● Attend the Grand Chapter Conclave to build relationships with volunteers, support volunteer training, serve as a voting member of the Grand Chapter of Sigma Phi Epsilon and uphold all responsibilities as a voting member as outlined in the Grand Chapter Bylaws. |

| | |
|---|--|
| <p style="text-align: center;"><u>Key Performance Indicators</u></p> | <ul style="list-style-type: none"> ● Number of new volunteers recruited this academic year. ● Number of vacancies in key AVC officer positions (president, treasurer, chapter counselor and balanced man steward). ● ___% of chapters submitting individual award applications (Distinguished Alumnus, Volunteer of the Year, Zollinger Senior, Ruck Leadership). ● ___% of chapters submitting chapter award applications (Buchanan Cup, AVC Operational Excellence). ● Average AVC assessment proficiency score in your district. ● ___% of priority AVCs have set goals. ● ___% of priority AVCs goals achieved this academic year. ● ___ Number of district-wide goals set. ● ___% of district-wide goals achieved this academic year. |
| <p style="text-align: center;"><u>Position Relationships</u></p> | <p><u>National Board of Directors:</u> District governors are appointed by the NBD for a two-year term, but serve at the pleasure of the Board. They shall have such powers and responsibilities as prescribed by the NBD. The district governor is to be managed by the chief executive officer of the Fraternity (or his designee), but reports directly to the National Board of Directors.</p> <p><u>Alumni and Volunteer Corporations:</u> District governors may attend any AVC meetings and events, however, they may not sit on an AVC as a voting member.</p> <p><u>Fraternity staff:</u> District governors are to collaborate with the volunteer engagement manager (CEO’s designee) to help meet the needs of all AVCs within the district, including the development of AVCs for new chapters. Specifically, the volunteer engagement manager and district governor will set goals for priority AVCs and district-wide initiatives. The volunteer engagement manager will serve as the main point of contact and coordinate with other staff members to respond to the requests of a district governor and achieve the mutually agreed upon goals. When necessary, the district governor will work with the chapter development team to recruit, educate and support volunteers at potential new chapter development sites and SECs.</p> <p><u>Lieutenant district governors and district resources:</u> The NBD recognizes the district governor role is demanding. District governors are encouraged to appoint one or more <u>lieutenant</u> district governors and district resources to assist in the focus areas and responsibilities of the district governor role and consider those <u>lieutenant</u> district governors or district resources in any succession planning that may be necessary.</p> |